

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

CHIEF OF STAFF TO THE MAYOR

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Chief of Staff to the Mayor is a stand alone classification in the Legislative series. Incumbents perform administrative staff work serving as the principal assistant to the Mayor.

The Chief of Staff to the Mayor is distinguished from other classifications by its responsibility for researching and preparing materials relating to policy, individual issues, and community relations. The Chief of Staff to the Mayor is distinguished from the Deputy Mayor, which is responsible for assisting in the development and implementation of City policy.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

- | | | |
|----|---|---------------|
| 1. | Directs the administrative activities of the Mayor's Office and staff, ensuring progress towards and implementation of the Mayor's goals and objectives. | Daily
25% |
| 2. | Manages policy initiatives, including the coordination of special study committees, research preparation, and presentation of special studies and reports. | Daily
10% |
| 3. | Manages special projects and advises on and approves aspects of special programs administered on behalf of the Mayor by other departments. | Daily
10% |
| 4. | Composes a variety of letters, memoranda, legislation, and agreements on behalf of and for the Mayor's signature. | Daily
25% |
| 5. | Identifies emerging issues of importance to the City and its citizens; analyzes issues and advises the Mayor, City Council, the City Manager, and executive management on issues. | Weekly
10% |
| 6. | Interfaces with other governmental and agency officials in other jurisdictions. | Daily
25% |
| 7. | Develops and administers the Office of the Mayor's budget, including preparing cost estimates for budget recommendations and monitoring project expenditures. | Daily
5% |
| 8. | Reviews and proofreads speeches, newsletters, and other communications documents; may write speeches, remarks, and related materials. | Daily
5% |
| 9. | May represent the Mayor on Boards, at public events, and at various meetings. | Daily
5% |

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
10.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Bachelors Degree in Business Administration or Public Administration and four years of professional administrative experience, Public Sector preferred.
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Licensing Requirements (positions in this class typically require):

- Basic Class C License

Knowledge (position requirements at entry):

Knowledge of:

- Principles and practices of City organization, management, and administration
- Public administration concepts and theories
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Community and public relations principles and practices
- Budget administration principles and practices

Skills (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Analyzing, interpreting, and understanding technical and statistical information
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Analyzing a variety of administrative problems and making sound policy and procedural recommendations
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Ability to prepare and make effective oral presentations
- Maintaining community and public relations
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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Physical Requirements:

Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping and walking

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008